

CITY OF FRESNO

150095

ECONOMIC DEVELOPMENT ANALYST

DEFINITION

Under general direction, performs varied administrative, staff, and analytical assignments in support of the City's economic development activities.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from the Department Director. May exercise supervision over subordinate staff.

DISTINGUISHING CHARACTERISTICS

Economic Development Analyst is a class in the Economic Development Department in which incumbents coordinate the various aspects of the City's economic development activities. Incumbents exercise a considerable amount of independent judgment in the use of City organizational resources as well as federal, state, and local funding agencies for the purposes of administering economic development activities throughout the community. Incumbents may also perform administrative and analytical assignments. This is an unclassified position in which incumbents serve at the will of the Department Director.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

(May include, but are not limited to, the following:)

Performs varied administrative, staff, and analytical assignments in support of City economic development activities.

Performs research and prepares a variety of comprehensive reports, proposals, and studies regarding economic development.

Coordinates, facilitates and provides staff support for meetings of citizen and business groups as may be required.

Collects, compiles, and analyzes data for projects and problems related to the development and operation of the City's multi-faceted economic development efforts.

Conducts surveys and collects information relevant to the City's economic development efforts; analyzes findings and prepares or presents reports on practical solutions or recommendations.

May provide supervision, i.e., selection, training, preparation of performance evaluations, or recommend disciplinary actions, of subordinate staff.

Handles community relations activities, including press releases; meets with representatives of other public agencies, individuals or groups in the development or promotion of the City's economic development efforts.

Coordinates the preparation, production and distribution of newsletters and information related to Fresno's various community incentive zones.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

The principles and practices of public administration.

Municipal organization and operation, especially as it relates to economic development programs.

Skills to:

Operate modern office equipment including computer equipment.

Ability to:

Coordinate a task force designed to respond to the economic development needs of the community.

Interpret and apply complex regulations, legislation, and guidelines.

Exercise initiative, ingenuity, and sound judgment in solving difficult and complex administrative and technical problems.

Establish and maintain effective working relationships with City elected officials, commission members, department heads, representatives of community agencies and organizations, citizen and business groups, City staff, public officials, and the general public.

Express ideas and recommendations effectively in oral and written form.

MINIMUM QUALIFICATIONS

Experience:

Two years of increasingly responsible professional experience in economic development, commercial development, municipal or business administration, or related field.

Education:

Graduation from an accredited college or university with a Bachelor's Degree. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

Special Requirements:

Possession at time of appointment and continued maintenance of a valid California Driver License.

APPROVED: _____
Director

DATE: _____